

Send Email

Overview

Users can access email functions for through the Send Email page. Users can send email to the following people in a Course:

Group	Description
All Users	Sends email to all users in the Course.
All Students	Sends an email to all Students in the Course.
All Groups	Sends email to all of the groups in a specified Course.
All Teaching Assistants	Sends email to all of the Teaching Assistants in a specified Course.
All Instructors	Sends email to all of the Instructors for a specified Course.
Select Users	Sends email to a single user or select users in a specified Course.
Select Groups	Send email to a single group or select groups in a Course.

Find this page

Follow the steps below to open the Send Email page:

1. Open a Course.
2. Click **Communication** on the Course Menu.
3. Click **Send Email**.

Users can also access the Send Email feature for all of their Courses through the Tools Box on the My Institution tab.

Send Email to Users

Functions

Send Email enables users to send email to fellow classmates, Instructors other users, and Groups within a Course.



Note: Recipients of each email will not see the email addresses of other recipients.

Fields

The table below details the fields on the Send Email page.

Field	Description
Enter Message Details	
To	<p>Recipients display in this field. If the email is intended for a select audience, an interface for selecting users appears. The interface does not appear if an email is intended for all users.</p> <p>To select user to receive an email, highlight the users in the Available column and click the arrow to move them to the Selected column. A back arrow is available to move a user out of the recipient list.</p> <p>The interface also includes an Invert button. Click Invert and highlighted users are no longer highlighted and those users that are not selected will be highlighted.</p>
From	The sender's email address is automatically displayed in this field.
Subject	Enter the subject of the email.
Message	<p>Enter the body of the email. Remember that a copy of the message is also sent to the sender. Also, a receipt page appears after the message is sent listing all the users that were sent the message. The receipt page does not confirm that users received the message! It only confirms that the message was sent.</p> <p>The message may use HTML-encoding. The message displays according to the recipients mail settings. If HTML message types are supported, the HTML appears. If not, the message appears as plain text.</p>
Add Attachments	
Add	Click here to add attachments. Select Browse and navigate to the file that should be attached to the email. After adding one file, the option to attach another file appears.